

PARTY <input type="checkbox"/> PLAINTIFF <input type="checkbox"/> DEFENDANT (Name, street address and mailing address):    TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF (name each): DEFENDANT (name each):	CASE NUMBER:
<b>PROOF OF SERVICE (Small Claims)</b>	HEARING DATE:      DAY:      TIME:      DEPT.: Ref. No. or File No.:

(Before you fill out this form, read Information for the Small Claims Plaintiff (form SC-150) for instructions. A separate proof of service is required for each party served.)

1. At the time of service I was at least 18 years of age and **not a party to this action**.
2. I served copies of the following:
  - a. ☐ Plaintiff's Claim and ORDER to Go to Small Claims Court (form SC-100)
  - b. ☐ Defendant's Claim and Order to Plaintiff (Small Claims) (form SC-120)
  - c. ☐ Order of examination (check the form that was served):
    - (1) ☐ Application and Order To Produce Statement of Assets and to Appear for Examination (form SC-134)
    - (2) ☐ Application and Order for Appearance and Examination (form AT-138/EJ-125)
 (The court may issue a warrant for failure to appear only if the order for examination is personally served by a registered process server, sheriff, marshal, or person specially appointed by the court—Code Civ. Proc., § 708.170.)
  - d. ☐ Other (specify documents):
3. a. Party served (specify name of party as shown on documents served):
 

b. Person actually served: (1) ☐ party in item 3a (2) ☐ other (specify name and relationship of the person served to the party named in item 3a):
4. Address where service was made:
5. I served the party (check all that apply):
  - a. ☐ **by personal service.** I personally delivered the documents listed in item 2 to the party or to the person authorized to receive service of process for the party on (date): \_\_\_\_\_ at (time): \_\_\_\_\_
  - b. ☐ **by substituted service.** On (date): \_\_\_\_\_ at (time): \_\_\_\_\_ I left the documents listed in item 2a, b, or d with or in the presence of the person indicated in item 3b(2):
    - (1) ☐ **(business or public entity)** a person at least 18 years of age apparently in charge of the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
    - (2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
    - (3) ☐ **(physical address unknown)** a person at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.

AND MAILING

  - (4) ☐ I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents on (date): \_\_\_\_\_ from (city): \_\_\_\_\_

PLAINTIFF:	CASE NUMBER
DEFENDANT:	

OR

5. b. (5) ☐ form SC-104A, *Attachment to Form SC-104: Proof of Mailing After Substituted Service (Small Claims)*, is attached. *(If you did not mail copies of the documents in item 2, have the person who mailed them complete form SC-104A and attach.)*

6. **Person who served papers.**

a. Name:

b. Address:

c. Telephone number:

d. The fee for service was \$

e. I am *(check all that apply)*:

(1) ☐ not a registered California process server.

(2) ☐ exempt from registration under Business and Professions Code section 22350(b).

(3) ☐ a registered California process server:

(a) ☐ owner ☐ employee ☐ independent contractor

(b) Registration no.:

(c) County:

7. ☐ **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

or

8. ☐ I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date:

\_\_\_\_\_  
(NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)

\_\_\_\_\_  
(SIGNATURE)